

[ST. RITA COMMUNICATIONS GUIDELINES](#)

Please follow the guidelines below when submitting announcements, signage and updates. Below is a general list weekly deadlines for the bulletin and pulpit announcements as well as information about posting signs and information through various social media options.

**Please submit requests at www.stritaparish.net/Communications
QR Code below goes directly to this URL.**

Parish Bulletin

- The bulletin goes to print every Tuesday at noon before the weekend of publication.
- All announcements you would like published in the bulletin are due 10 days in advance. (The Friday before going to print.)
- For bulletins being published around holidays such as Christmas, Thanksgiving, Easter, July 4th and New Year's, announcements are due 2-3 weeks in advance. Reminders will be sent out for these bulletins.

Pulpit Announcements

- All pulpit announcements are due by end of the day on Mondays for the upcoming weekend Masses.
- All announcements are subject to Fr. Joshua's approval.

Signage & Flyers for the Narthex

- All signs you would like posted in the Narthex are due by the end of business on Wednesdays.
- Signs & flyers will be posted and/or displayed in the Narthex on Thursdays.
- All signage not approved will be removed from the Narthex.

Website & Social Media

- Events & announcements are posted shortly after receiving them.
- Updates to your ministry website page(s) may take a few days to complete based on my schedule and the changes you are requesting.

Questions? Contact:

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